



BY LAWS

Authority

The following By Laws have been authorized by the Committee of the Council of ACT Motor Clubs, in accordance with the Council Constitution. As such, they are issued for the guidance of all affiliated clubs and are therefore mandatory.

In some areas, to avoid repetitive data, these By Laws refer to the requirements of the Act, namely, the Associations Incorporations Act of the ACT (1991 as amended) and the subordinate Associations Incorporations Regulations. The latter contains the 'Model Rules' for use by incorporated entities in the ACT.

Throughout these By Laws, the term Concessional Registration Scheme or CRS, relates to the ACT Government system of concessional registration for Veteran, Vintage and Historic vehicles.

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Contents

Section

- 1 Maintaining the Reputation of the Council
 - Contact with ACT Government
- 2 Committee Duties and Responsibilities
 - Co-opted Committee Members, Duties and Responsibilities
 - Auditor Responsibilities
- 3 Procedures for Meetings
 - Monthly General Meetings
 - Annual General Meetings
 - Special General Meetings
- 4 Affiliated Clubs
 - Joining Procedures
 - Responsibilities
 - Role of Affiliated Club Delegates
 - Affiliated Club Contact with Council
 - Annual Renewal of Club Affiliation
 - Annual Affiliation Fee Scales
- 5 Council Web Site and Notices
- 6 Complaints
- 7 Privacy
- 8 Event Planning
 - Finance and Delegation Policies
 - Event Planning Process
 - Negotiation with Federal/ACT Governments for Site Usage
 - Protection of areas and Government Facilities
 - Provision of Public Utilities
- 9 Management of ACT Concessional Registration Scheme (CRS)
 - CRS Procedures
 - Vehicle Use policy
 - Vehicle Modification Policy
 - Registration Policies
 - Club Registrars Role and Responsibilities
 - Registration Removal and Termination Policies/Process
 - CRS Appeals Process
- 10 National Motoring Ambassador's Award
11. Council Sponsorship of Motoring Events

COUNCIL BY LAWS

1. Maintaining the Reputation of the Council.

The Council is the representative body of all the affiliated clubs in the ACT and surrounding region. With the confidence shown in the Council by the ACT Government in delegating the management of the CRS scheme and possibly the SIVS scheme in the future, ensuring the Council is seen to be a competent body, well-organised and with appropriate governance documentation is essential. All clubs and delegates are to use every means to ensure that the reputation of the Council is maintained at all times.

Contact with the ACT Government. The Council is the authorized and sole interlocutor with the ACT Government Directorates on all issues that fall within the ambit of the Councils' responsibilities. Clubs are to ensure their delegates bring all matters to Council that may need negotiation with the Government.

2. Committee Duties and Responsibilities.

President. The President shall be responsible for the efficient operation and running of the Council. He/she shall preside at all Committee meetings and at all general meetings of the Council unless absent.

Vice President. The Vice President shall be the deputy to the President for all Council activities. He/she shall, in the absence of the President, preside at any Committee meeting and at any general meeting of the Council, and carry out such other duties as may be allotted from time to time by the Committee.

Secretary. The Secretary is responsible for the overall administration of the Committee and shall;

- keep minutes of all elections and appointments of office bearers and ordinary committee members;

- minute the proceedings of Committee meetings, including a record of members present;

- minute the proceedings of all general meetings, including a record of all delegates and Committee members present, which shall be signed by the person presiding at the meeting when confirmed at the next meeting.

- maintain a current register of affiliates, to include mail and electronic addresses, telephone and details of their delegates and key office bearers;

- receive correspondence and prepare replies thereto as directed by the Committee or the delegates in general meeting, and

- ensure the Council webmaster is provided with updated information weekly.

Treasurer. The Treasurer is responsible for the management and maintenance of all financial aspects and records of the Council business.

He/she is to;

- collect and receipt all moneys due to the Council and make all payments authorised by the Committee or delegates at a general meeting;

keep correct accounts and books showing the financial affairs of the Council with full details of all receipts and expenditure connected with the activities of the Council;

provide a statement of the financial position of the Council to each committee and general meeting;

provide an audited financial report to the annual general meeting; and

develop an annual budget of Council anticipated income and expenditure.

Controls and Limitations on Electronic Banking

Only the Treasurer may make an EFT drawing on the Council's accounts. This is to ensure that passwords and other electronic account controls/codes are strictly limited and traceable only to the Treasurer. Accordingly, the only occasion in which a Treasurer may divulge an account security control or password is on a formal hand-over of appointment as approved by the Council Committee. An in-coming Treasurer must change account electronic security codes, such as passwords, at his/her earliest convenience, and must report that this has been done to the Committee by not later than the Committee meeting after assumption of his/her appointment.

In exceptional circumstances involving the extended absence or unavailability of the elected or appointed Council Treasurer, the Committee may formally appoint an acting Treasurer. In the event of this formality, the person appointed to act as Treasurer is the Council Treasurer for all purposes and accountabilities.

The Council Treasurer may only make an electronic drawing on a Council account if he/she has prior Committee approval or a separate written authority to do so from at least one other member of the Council Executive. The authorisation must be in writing which includes an email or other traceable electronic communication.

All authorisations for electronic drawing must be recorded in the financial accounts documents that are maintained by the Treasurer. For accounting and auditing purposes, the electronic transaction number is to be recorded where a cheque number or receipt number would otherwise be recorded.

Events Director. The Events Director shall be responsible for the organization and/or coordination of motoring activities conducted by or on behalf of the Council and disseminate to affiliates information regarding any events, both within and outside the ACT, of which the Council is made aware.

Registrar. The Registrar shall oversee all matters relating to the Council's joint responsibility with the ACT RTA for the administration of the ACT Concessional Registration Scheme (CRS).

He/she shall;

act as the Council's liaison officer and sole interlocutor with the staff of the ACT RTA;

maintain the Council's register of concessionally-registered vehicles and such other documentation as may be appropriate;

investigate reports of alleged breaches of CRS usage with the registrar of the appropriate club;

chair the Technical Advisory Committee and with their advice, be the adjudicator on acceptable modification standards in accordance with the agreed Government policy for CRS vehicles.

Ordinary Committee Members. Ordinary committee members shall assist the office holders with their duties as directed by the President. They shall also carry out additional duties or head sub-committees, as may from time to time be allotted to them by the President.

Co-opted Committee Members Duties and Responsibilities. The committee may co-opt the services of additional ordinary members of the Council to fill specific roles and tasks to effect the efficient operation of the Council. These members will be appointed to the Committee and are entitled to attend meetings and vote on issues put to the Committee in accordance with the Constitution.

Auditor Responsibilities. The Council auditor shall be responsible for conducting an annual, independent audit of the Council financial statements. Their findings shall be presented by the Treasurer at the annual general meeting. The auditor shall not be an officer or member of the Council Committee.

Public Officer. The Council shall appoint a delegate to be the Public Officer and they shall fulfil all the duties as required by the Act. He/she is to complete, in conjunction with the Secretary and Treasurer all official forms and annual notifications and submit them to the ACT Government when changes to Council management and documentation occur.

The Public Officer may hold any elected appointment on the Council in addition to this appointment.

3. Meetings

Meetings of the Council shall be conducted as indicated in the following paragraphs. The submission of all data, resolutions and the timely distribution of same to delegates will be actioned as required in the Act.

Monthly Meetings. The monthly meetings of the Council shall normally be held on the third Thursday of each month at a venue as advised on the Council website, starting at 7.30pm. If, for any reason, this proves impractical, the committee may arrange an alternate venue or time, ensuring the delegates are aware of the change in advance. The agenda for the monthly meetings is shown at Annex A: however, the President may amend this as he/she sees fit.

Committee Meetings. The President or a minimum of three (3) members of the Committee may convene additional meetings of the committee in excess of the Constitutional requirement of four per year, providing oral, written or electronic mail notification is given in advance. The agenda for meetings is shown at Annex A.

Annual General Meetings. The Annual General Meeting of the Council will be held at a time and place advised by the committee. The procedure at such meetings will be as shown in the agenda at Annex B. After all positions are declared vacant, the retiring President may act as the Returning Officer for the elections or he may appoint another member to so act.

Special General Meetings. Special General Meetings, when called and convened, will be conducted in accordance with the Act and using the Agenda shown at Annex C. The President, Vice President or authorized Committee member shall chair the meeting.

4. Affiliated Clubs

Any club in the ACT region, which is involved in activities related to motor vehicles, is eligible to join the Council. Membership does not guarantee access to concessional registration systems as ACT and NSW government regulations and rules will apply.

Joining Procedures. Provide the following items and submit them to the Council as your application for affiliation:

- A copy of the Club's Constitution;
- A list of the Club's executive committee including names, addresses, email addresses and contact numbers;
- A copy of the minutes of the general meeting authorising the club to join Council - this must include a list of the members present at the meeting;
- A written statement of the types of activities to be conducted by the club
- A statement that the club will abide by the Council's Constitution.

Responsibilities. Affiliate clubs are responsible for assisting the Council in the management of the CRS (where applicable) in the:

- inspection and validation of club vehicles;
- checking of logbooks;
- maintenance of modification standards;
- annual provision of required registration/vehicle data to the Council Registrar. This data is limited to;
 - CRS number plate,
 - Make and year,
 - Model and colour, and

monitoring of vehicle use in accordance with the ACT Government rules.

Clubs are also to utilise their delegates to keep the Council apprised of any matters that they consider could adversely affect the community image of the hobby/heritage motoring movement in the ACT or surrounding region.

Role of the Affiliate Delegate. Each affiliate is entitled to elect/appoint two (2) delegates to represent the Club on the Council. Delegates have an important role as the nexus between the club and the Council. As such they are;

- the sole contact between the Club and the Council;
- to attend all meetings of the Council or arrange for at least one to attend;
- bring all club matters, queries, questions or concerns to the Council meetings;
- pass all information gleaned at Council meetings to their individual club committee;
- play an active role in the Council activities and management;
- be willing to assist in Council management through election to the Committee or subcommittees as the case may be.

Affiliate Club Contact with Council. Club management should not contact the Council or any Government instrumentality but use their Delegate to bring the matter forward to Council for consideration/discussion/resolution. The Council will determine if the matter is to be taken to Government and who should represent the Council in the ensuing discussions. The ACT Government advised that one of the reasons the Council has been given a high degree of oversight of the management of motoring clubs in the ACT is that it requires one point of contact with the movement. If a matter is sufficiently serious or complex, the Council President may decide to take the matter up with the individual club executives.

Annual Renewal of Club Affiliation. Each club/association wishing to renew the Council affiliation is required to complete the renewal form available on the website and pay the fees shown in the next paragraph. The form has four parts;

Two showing the club, executive and delegate details -retained by the Secretary,

One showing the club registrar and inspector details – passed to the RTA,

One detailing the club vehicles on CRS registration- retained by the Registrar.

The forms must be submitted by 31 July each year.

Annual Affiliation Fee Scale The affiliation fee is a sliding scale, based on the number of financial members in each club. The fee schedule is:

Number of members	Annual Fee
1 to 49	\$40
50 to 99	\$60
100 to 199	\$80
200 plus	\$100

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Number of members	Annual Fee
1 to 49	\$40
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100 to 199	\$80
200 plus	\$100

The annual fees must be paid by **30 June** each year. The Council is required to provide the RTA with a list of clubs, which have NOT paid the annual fees. If the fees have not been paid, the Council will initiate action to terminate affiliation and the ACT RTA will be requested to remove the club(s) access to the CRS.

Advice for Club Executives. Members should be advised that if their club subscriptions have not been paid, vehicles on CRS registration should **NOT** be driven until they are paid.

Payment of Annual Affiliation Fees. Clubs may choose to either pay the annual fees in cash at a Council meeting, by cheque or electronic funds transfer (EFT) to the Council bank account. If the latter is used, the details are:

Account Title; Council of ACT Motor Clubs Inc

BSB; 062-920

Account number; 10063897

Ensure the club name is placed in the section for the recipient. (eg, MG Car Club)

5. Council Web Site and Notices

Web Site The Council maintains a website as a means of publishing information for affiliates and their members. In addition, more general information about the ACT Heritage movement is also included for other motoring organisations and interested observers.

The website contains specific information on events and acts as a conduit for affiliates and the members to source advice on most aspects of heritage motoring in the ACT.

Notices. Should the Council Committee see a need to advise affiliate clubs of changes of policy or dates of events etc, in advance of a general meeting or where time is of the essence, they will be promulgated by electronic mail and by posting the details on the Council website. If such action has been taken, clubs will have been deemed to have been advised of the changes. In addition, copies of the Council Constitution, By Laws, Strategic and Business Plans will also be posted on the website.

6. Complaints

Should any member of an affiliate have a complaint about any aspect of Council's operation or management, they should raise the issue, in the first instance, with the President or Vice President through their club delegate. If necessary, a written complaint should then be submitted to the Secretary and in either case, the matter is to be raised at the next committee meeting. The President is to ensure that the outcome or resolution of the complaint is forwarded to the affiliate club concerned.

7. Privacy

Management of the Council, in partnership with the RTA in running the CRS, requires affiliates to provide certain data that comes under the auspices of the Privacy Act. The information provided by affiliates will only be used to effect the management of the Council business and the intention for what it was provided. All Council committee members are to abide by the provisions and principles of the ACT Privacy Act Sep 2014 (<http://www.act.gov.au/privacy>) in the handling and safekeeping of personal information involving affiliate clubs and their members. No personal information is to be released to any third party without the permission of the club and individual concerned.

8. Event Planning

The Council oversees two major motoring events per year. The major event is "Wheels", usually held in late summer on the various lawns areas adjacent to Lake Burley Griffin and the second is "Marques in the Park", held in late spring at John Knight Park in Belconnen.

Both of these events are organized on a volunteer basis by affiliated clubs. Clubs may nominate to run these events with the approval of the Committee. Usually, clubs may run the events for consecutive years but if not, the Committee will seek

nominations from other affiliates.

Finance and Delegation Policies. Affiliate clubs approved to run the Council events (Wheels and Marques) will manage the financial operations of the event. The Council, at its discretion, may contribute to events but will not subsidise any losses the organizing clubs may incur.

Any fees collected for the presence and display of car manufacturers/dealers at these events will be ceded to the Council: normally a fee of \$150 for each display is charged.

The Council Public Liability Insurance policy will provide the necessary cover for Wheels and Marques at no cost to the organizers. Clubs are to use their individual PLI cover for other or club-organised events.

Event Planning Process. Delegates are to advise Council of any events planned by affiliated clubs as early as possible to allow for the events to be advertised on the Council web site.

Clubs are free to organize their calendar of events but in an effort to avoid multiple events on the same day, clubs should review the Council event listings when planning display events.

Negotiations with Federal and ACT Governments for Site Usage. When planning static or display events necessitating the use of open areas within the ACT, event organizers should contact the Council Events Director, before contacting any government agency. He/She will advise who would be the appropriate agency to contact for the areas in question. Normally, these will be;

For Federal-controlled sites, the, NCA Estate Approvals and Compliance Officer;

For ACT Government areas, the ACT Government Justice and Community Safety Directorate -Office of Regulatory services.

Protection of Areas and Government Facilities. Where approval has been granted for an event to be held on public land, some restrictions may be imposed on the organisers for the protection of facilities and lawns. Damage to sprinkler systems, prohibition of spike use, drip tray use under vehicles etc, are some that may arise, Clubs are to ensure that all participants are aware of and abide by such restrictions; compliance will ensure continued availability and protect the reputation of the Council and its affiliates.

Provision of Public Utilities. Where large events are planned, the onus is on the organisers to ensure the appropriate public utilities, eg, toilets, are provided. In these cases, the Council Events Director will be able to provide advice as to the contacts in the ACT Government for information on such issues.

9. Management Of ACT Concessional Registration Scheme (CRS)

CRS Policy. The following is an extract from the ACT Government's publication on the operation of the CRS. These guidelines have been developed by the Council to clarify the obligations expected of the owner/driver of a vehicle registered under the ACT Concessional Registration Scheme. In granting the concession, the ACT Road Transport Authority requires the Council to ensure that the spirit of the concession is observed and that a system of self-regulation operates through the clubs affiliated with the Council. These guidelines fulfil part of that requirement.

The purpose or spirit of the concession, granted by the ACT RTA, is to provide a registration scheme that enables older vehicles, which are used on a limited basis by their owners as a recreation or hobby, to be maintained in a fit and roadworthy condition and to be driven on Australian roads in a way consistent with their recreational or hobby status. Such a scheme is paramount in preserving Australia's automotive heritage.

Vehicle Use Policy. The ACT RTA has identified three main categories of use under the CRS;

- Events organised or approved by clubs affiliated with the Council;
- Occasional test runs of up to a 40 km radius; and
- Specific occasions not related to Club use when permission is first obtained from the appropriate club Registrar.

The Registrar must be informed by the member prior to any of the last category of trips being undertaken, usually at a Club Meeting or by phone/email, to ensure no there is no abuse of the system.

Logbooks. As the owner of a concessionally-registered vehicle your first responsibility (after ensuring that your vehicle is roadworthy) is to obtain a logbook and use it to keep an up-to-date record of all occasions when your vehicle is on the road. This logbook record serves two purposes: it is a requirement of the concession granted by the ACT RTA and provides a record of when and where you have used your concessionally-registered vehicle.

In the event that you are challenged the logbook can be produced to substantiate the use of the vehicle. To meet this requirement, entries in the logbook should be made prior to a journey and completed at the end. They should indicate:

- The type of run you intend to and have undertaken and the distance travelled (where an odometer is fitted to the vehicle); and
- A record of the total annual mileage of your vehicle. A sample logbook format is shown in Annex D.

Maximum Usage. For a vehicle to be used in a manner consistent with the spirit of the concession, as a general guide the maximum distance travelled within the ACT and environs should not exceed 3000kms or 2000 miles annually. This is consistent with the reduced level of third party insurance premiums paid each year under the concession. Maximum usage is related to the Average Annual Usage, which under all normal circumstances is the most you would likely do within the ACT each year. The Council regards such Maximum Usage criteria as the 'Dividing Line' between normal Full Registration and Concessional Registration.

If you expect to cover annual distances consistently greater than 3000kms or 2000 miles in the ACT, you should not register your vehicle under this Concessional Registration Scheme.

Major Rallies. The Council recognises that if you use your vehicle on a major event (such as a national or an international rally) in Australia, the maximum mileage could easily be exceeded. In these cases such occasional usage falls within the spirit of the concession.

Club Events. Any event organised or approved by an affiliated Club constitutes a club event. In normal circumstances, the event should be advertised in your Club's newsletter or magazine, but an impromptu event involving more than one vehicle may also qualify. In this latter case, the club Registrar should be advised of the event

and details recorded in your log book. Club events are not confined to the ACT.

Test Runs. The purpose of allowing test runs within a 40km radius under the concession is to provide a satisfactory mechanism for you to ensure the battery charged, fuel and oil levels adequate, tyres correctly inflated, lights, etc. are working efficiently. The Council has determined that there are two aspects to usage under the test run category. These are:

Mechanical – where you use your vehicle specifically to test its mechanical state after repair or in order to have work done on the vehicle (but not in association with commuting);

Private – where as part of your program of keeping your vehicle roadworthy you use the vehicle for some private purpose such as an occasional recreational outing or a visit to friends.

Other Occasions. There are other specific occasions when you are required to seek your Club's approval before using your vehicle. Normally these occasions are where you use your vehicle to participate in some community, charity or non-Club event. In these cases it is important that the Club is aware of your involvement and you should advise the relevant details to your Club's registrar.

Concessionally-Registered Vehicle used for Hire or Reward. If you intend to use your vehicle for hire/reward, such as for weddings, school formals (or similar functions) you must familiarise yourself with the relevant RTA rules and requirements. Use of CRS-registered vehicles without the appropriate permits and insurance for such events is illegal.

Commuting. Concessional registration does **not** allow a vehicle to be used for commuting purposes. The Scheme does **not** provide a low-cost alternative to full or normal registration and it is **not** designed to meet your essential transport requirements. The Council is concerned that any illegal usage of a CRS-registered vehicle may lead to the possible withdrawal of the concession. The Council and its affiliated clubs will maintain a continuing watch (through logbook entries) on the use of concessionally registered vehicles.

Policy on Allowable Alterations to Veteran, Vintage and Historic Vehicles. In regard to the eligibility of altered V, V and H vehicles for registration similar scheme, the policy jointly developed by the ACT Government and the Council is as follows: To be eligible for registration under the ACT CRS a vehicle must be as close to possible to its original configuration without any significant alterations This does not, however, preclude the following:

Addition of period options or accessories;

Alteration to enhance the safe operation of a vehicle

Alterations to improve the handling or reliability of a vehicle; or

Alterations to meet the safety requirements of the Confederation of Australian Motor Sport (CAMS) or other motor sports authorities to allow the vehicle to participate in historic motoring events conducted under the auspices of such bodies.

Where a vehicle has been altered to an extent that might prejudice its 'heritage' integrity, the onus rests with its registered operator (owner) to show, preferably by documentary evidence, that:

Such alterations were made to the vehicle early in its life, or have been retrofitted using original parts or reproductions thereof; and/or the non-availability of original or reproduction parts has resulted in substitute parts being fitted to the vehicle; and/or the alterations to the vehicle replicate those that were in vogue in the early years of that particular make and model.

Registered operators of vehicles first registered on or after 1st January 1969, or in the case of motorcycles 1st February 1972, are responsible for ensuring that any alterations made to their vehicles do not render them non-compliant with the applicable Australian Design Rules.

The foregoing policy was agreed by the RTA at a meeting with Council representatives on 6th May 2003.

Affiliate Club Registrar Role and Responsibilities. The Club Registrar is responsible for maintaining compliance with the Concessional Registration Scheme (CRS) for your club and thus ensuring a scheme for us all. The main responsibilities of the Club Registrar are;

ensuring the Club maintains a current register of Club CRS vehicles which includes the member name and number, address, vehicle make, colour, model, year, and CRS registration number. Changes to this list must be passed to the Council Registrar as they occur. This can be done by a separate membership appointment if so determined by the Club

maintaining a log of Club CRS vehicle movements outside of published Club Runs and those authorised under the CRS rules.

verifying all modifications to Club CRS vehicles to ensure they are within the guidelines for CRS (see above). If doubt exists, they should be referred to the Council Registrar.

performing (or having approved club compliance inspectors perform) an annual inspection of all CRS vehicles in your club to ensure they are within specified rules for CRS. The Club Registrar and inspectors should retain a record of each car they have inspected. This is normally performed when registration is due for renewal or for some clubs, at a specific event organised by the committee.

Some clubs issue their own Vehicle Log Books when a vehicle has been approved by the club for registration under the CRS. This sometimes contains the Club Registrar record and agreement to modifications and some Club rules additional to CRS may also be included. Such club logbooks are not mandatory. A suggested format for the compulsory logbooks required for CRS usage is shown at ANNEX D.

Investigations of alleged misuse of a CRS-registered club vehicle referred by the Council (Registrar). This normally involves discussing the allegations with the vehicle owner, checking the log book for the time in question and reporting the outcome to the Council Registrar.

Unless gross breaches of the privilege are found, the Club Registrar will be permitted to deal with the matter.

The Club Registrar is responsible for vehicles undergoing the annual validity process for CRS registration. You or your inspectors are **not** inspecting the vehicle for **roadworthiness**, rather you are inspecting the vehicle for CRS compliance, authenticity, use and that any modifications are within guidelines.

During the annual inspection the following details are to be checked:

Check the applicant is a financial member of the Club.

The current membership card must be produced

Check the vehicle logbook to ensure all activities over the previous 12 months have been correctly recorded and verify with the existing odometer reading

Verify the age of the vehicle accords with CRS requirements

Check the general appearance of the vehicle and ensure any modifications, accessories or other alterations accord with the Council and Club policies on CRS eligibility.

If any of the above items are not satisfied, you should reject the vehicle until such times as the conditions are met.

If you are satisfied that all the conditions have been met, please complete the "Application for Concessional Registration of a Motor Vehicle" form (the 'White' form), sign it in the signature box and using the Council stamp in the lower right corner box and write the Club number in the centre of the stamp where indicated. Copies of the template (Annex G) may be made if stocks of the form are not readily available. Council stamps are strictly controlled and are available from the Registrar and involve a \$50 deposit payable to the Treasurer. The RTA has directed that only the approved Council stamp is acceptable for use on the application form.

Whilst the roadworthiness and overall safety of the vehicle are the sole responsibility of the owner under ACT law, if you note any matter of concern with the condition of the vehicle, bring it to their attention. You should encourage members to have their vehicle checked at least annually by a qualified mechanic to maintain roadworthiness, thus protecting the image of the heritage motoring movement.

If the member's vehicle is operated under the NSW concessional system, the club compliance inspector should **NOT** sign Section 3 of the Form which accompanies the renewal application as this concerns vehicle condition. Inspectors should request the owner obtain a 'Green Slip' which meets NSW roadworthiness requirements.

If you consider a vehicle is not safe to drive on public roads, based on your experience, you should clearly state this to the owner.

You are to keep a record of all inspections in the a log detailing the following;

Date

Club Members Name and Number

Vehicle Make/Model/Year/Colour

CRS Registration Number

Also record any refusals and the reasons for the decision. You should also note any advice as to roadworthiness as suggested above.

Registration Removal and Termination Policies/Process. The Club Registrar, or where directed by a majority vote of Council delegates, the Council Registrar, shall advise a vehicle owner that their vehicle will no longer be accepted for CRS registration under the following circumstances:

The vehicle owner ceases to be a financial member of the Club, and/or their vehicle is deemed to no longer satisfy the Council and/or club vehicle modification policy or

The vehicle owner advises the Club that he wishes to transfer the CRS registration to a new owner whose club is not affiliated with the Council.

Process for the Surrender of CRS Number Plates to ACT Road User Services (RUS). The Club Registrar is to write to the individual (info copy to Registrar CACTMC) advising that CRS privileges have been terminated with effect from; the resignation date, or the last day of the membership year, or the date the Club Registrar determines the vehicle is no longer eligible for CRS as it is deemed to no longer satisfy the Council and/or Club vehicle modification policy.

The letter is to remind the retiring member of his/her CRS obligations with a request for immediate surrender of the CRS plates to the ACT RUS. The letter is also to advise the vehicle owner that they are to provide the Club Registrar with documented evidence (info copy to Registrar CACTMC) that the CRS plates have been surrendered as requested

Process for the Transfer of Responsibility for CRS Registration to another CACTMC Affiliated Club. If a member with CRS privileges advises the club that he/she has applied for and has been accepted as a member of another ACT motor club with affiliation to the CACTMC, and that Club is approved to operate within the CRS; the Club Registrar is to seek documentary evidence that the gaining Club has accepted administrative responsibility for management of the new members CRS obligations. The Club Registrar is to monitor progress of each transaction and liaise with the CACTMC until the transfer of CRS management responsibility has been completed.

CRS Appeals Process. Should an affiliate member consider that their CRS registration has been cancelled or terminated unfairly, they may make representation to the Council through their delegate. A Review Panel, consisting of the Council President, Registrar and one other Council committee member shall review the facts of the case put forward. The Registrar shall consult with the ACT RTA CRS standards manager before the panel takes a decision on the Appeal. The decision of the Review Panel, as the CRS manager on behalf of the ACT Government, shall be final.

Technical Advisory Committee. The Technical Advisory Committee (TAC) was established to provide advice to club registrars on any issues relating to the compliance standards for CRS registration. Where a Registrar has concerns about the

technical or mechanical compliance of a vehicle with the authorised modifications policy, they should be referred to the Council Registrar in the first instance. The Registrar will refer the matter to the TAC for a Council determination as to the acceptability or non-compliance. A club retains the right to seek a final ruling from the RTA. The TAC is also a venue for Registrars to seek general advice on CRS policy or change proposals. The TAC will comprise;

Council Registrar as Chairman,

Council President,

Three members appointed by the Council, and

A maximum of two ex-officio personnel with appropriate experience, when necessary.

10. National Motoring Ambassador's Award

Some years ago, a long time member of the Council, the late Doug McGregor, established the annual National Motoring Ambassador's Award. The winner has his/her name engraved on a large decorative shield, which is held by the Council Secretary. The recipient's names are shown on the Council website

The prize is awarded to a member of the Council, who, in the opinion of the Committee, has contributed in a major way to the management, reputation or public recognition of the heritage vehicle movement in the ACT, over a long period. The award, determined by the Council, is normally announced at the AGM each year.

11. Council Sponsorship of Motoring Events

The purpose of this By Law is to outline the Council policy on event sponsorship.

The objectives of the Council include the promotion and support of motoring events in the ACT and surrounding region, from where affiliate club members originate. The events and associated interests of club members, involves but is not limited to, such activities as;

- a. car displays,
- b. local rallies,
- c. charity events, and
- d. support for vehicle-related national events in the ACT.

The Council has decided to categorize the activities that may attract some form of sponsorship into the following;

Sanctioned Events;

These events, Wheels and Marques in the Park, are supported by the Council and are authorized to use the Council's Public Liability Insurance (PLI) cover. Some financial assistance may be provided to assist in promoting and staging the event with the approval of the Council.

Promoted Events;

Multi marque events staged in the ACT by affiliate clubs will be promoted by the Council and liaison assistance provided with local authorities when requested.

Limited financial assistance to a maximum of \$200 may be available subject to budgetary constraints. Extension of the Council PLI may be available.

Supported Events;

Where an affiliate club arranges an event and seeks some form of Council support in the promotion or liaison with local authorities, a written proposal should be submitted to the Committee. If approved, the event will be supported by the Council. There is no provision for financial support for such events this being the responsibility of the organizers..

Clubs seeking assistance under this By Law should provide the Committee with;

- a. details of the event,
- b. anticipated involvement of Council club members,
- c. other club participation,
- d. location(s),
- e. a breakdown of the budget involved and
- f. the level of assistance sought.

This data should be provided to the Secretary at least three months before the event for evaluation and possible endorsement.

Mark Saunders
President
14 August 2017

<u>ANNEXES</u>	A:	Agenda General/Committee Meeting
	B:	Agenda for Annual General Meetings
	C:	Agenda for Special General Meetings
	D:	Suggested CRS Log Book
	E:	Committee Nomination Form
	F:	Pie Cart Policy and Maintenance
	G:	Club Registrar Form for RTA's CRS Validation System

ANNEX A TO CACTMC BY LAWS

AGENDA FOR COMMITTEE AND GENERAL MEETINGS



Agenda

1. Welcome and apologies
2. Meeting opening
3. Confirmation of minutes of previous meeting
4. Business arising from previous minutes

5. Reports
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Events Coordinator
 - Registrar
 - Public
6. Working Group/Sub Committee Reports
7. General Business
8. Date of next General Meeting
9. Closure

ANNEX B TO CACTMC BY LAWS

AGENDA FOR ANNUAL GENERAL MEETINGS



Agenda

1. Welcome and apologies
2. Meeting opening
3. Confirmation of minutes of previous annual general meeting
4. Reports
 - President
 - Treasurer
 - Financial Statements and Audit Report

5. Business (Of which notice given)
6. Appointment of Returning Officer for Election
7. Declaration of vacating all appointments
8. Election of Council Committee
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Events Director
 - Registrar
 - Three Ordinary members
9. Appointments
 - Auditor
 - Public Officer
 - Public Relations Officer
10. Closure

ANNEX C TO CACTMC BY LAWS

AGENDA FOR SPECIAL GENERAL MEETINGS



Agenda

1. Welcome and apologies
2. Meeting opening
3. Matter/s for Consideration

4. Presentation of Proposal/s by originator
5. Discussion
6. Decisions
7. Closure

ANNEX D TO CACTMC BY LAWS

SAMPLE CRS LOG BOOK LAYOUT



RUN DETAILS MUST BE ENTERED BEFORE TRIP STARTS AND COMPLETED AT THE COMPLETION

CLUBS ARE FREE TO PRINT THEIR OWN LOGBOOKS OR USE COMMERCIALY-AVAILABLE BOOKS. LOG BOOKS ARE CHECKED ANNUALLY FOR CRS REGISTRATION RENEWAL.

THE FOLLOWING DATA IS THE MINIMUM REQUIRED TO BE RECORDED.

DATE	ODO AT START	RUN DETAILS	ODO AT END	DISTANCE KM/MILES	DATE & SIGNATURE OF OWNER/DRIVER
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EXAMPLE

23MAR15	20340	WHEELS 15	20360	20	23MAR15 J. ROSS
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**COUNCIL OF ACT MOTOR CLUBS
INC**

**NOMINATION FORM
FOR
COUNCIL COMMITTEE
at an
Annual General Meeting**

I _____, being an elected/nominated delegate of the

Council Affiliate _____

agree to my nomination for the position of _____

On the Council Committee.

Nominated by: _____

Signature _____

Seconded by: _____

Signature _____

Date: _____



PIE CART POLICY AND MAINTENANCE

Pie Cart

The Canberra Pie Cart is a 1939 Chevrolet van that was used as a mobile food van after the war years to service the many government departments in Canberra. It is an historic vehicle and was recovered and restored as a community project under the auspices of the Council some years ago. It is now owned and registered to the Council. An audio visual system with a small public address system has also been installed in the back. The Pie Cart is available for affiliate clubs for use as a promotional asset.



Management. The Council Vice President is the overseer of the Pie Cart and the following rules and advice pertain to its management. Affiliate clubs may borrow the Pie Cart at any time and make such arrangements through the Vice President.

To minimise the Council outlay there will be a small contribution of \$40 per loan for the vehicle upkeep and maintenance. This must be paid prior to the event.

Shannons Insurance provide free of charge the annual comprehensive insurance premium covering the current insured valuation of \$20,000. This insurance coverage is dependent upon secure and safe storage of the vehicle and it is a requirement of the policy.

An appropriate fire extinguisher is located in the vehicle, which should be checked regularly to ensure there is no leakage of powder from the container.

The Council is to annually renew the Concessional registration and insurance.

Conditions for Use. When used by affiliated clubs, the vehicle must only be driven by an authorised club member who will be responsible for the vehicle during its use. The following conditions pertain to the use:

Prior to departure, a check of the vehicle inventory should be made to ensure all assets are on board.

Ensure all the audio visual equipment is secure.

A check of brakes, tyres, oil in the engine, gearbox and differential, and coolant should be made.

The borrowing club must replenish all fuel, oil and coolant prior to returning the vehicle.

Should there be a breakdown, the Council has negotiated an agreement with Platinum Towing Service (phone 0421666855) which will tow the pie cart without cost, anywhere in or near the ACT.

Maintenance. The following maintenance procedures must be applied to the Pie Cart;

The engine oil should be changed about every 3,000 miles (by the odometer) using standard SAE 20/50 oil.

Spark plugs should be cleaned regularly and changed after about 10,000 miles.

Ignition points should be lightly filed occasionally and be replaced when **needed**.

Antifreeze - corrosion inhibitor should be changed with new water about every 3 years irrespective of mileage.

Use 80/90 grade oil in the gearbox and differential.

For easier starting a 12 volt battery of at least 330 CCA (cold crank amps) output is used instead of the original 6 volt unit.

The sealed 12 volt special high output battery used for the audio visual system must be kept charged when not in use as if allowed to discharge the battery will be destroyed.

The pie cart has 2 automatic trickle chargers with it, one for the vehicle battery and the other for the audio visual system, which operate automatically to maintain full charge when the vehicle is not in use.

CLUB REGISTRAR FORM FOR RTA



Road Transport Authority
PO Box 582
Dickson ACT 2602
Telephone: 13 22 811

90,032 (07/20140)

**Concessional Registration Scheme
Authorised Club Signatories**



Club Details

The nominated club must be affiliated with the Council of ACT Motor Clubs Inc.

Club name

Club Number Name of Club Registrar

Full address

Mailing address

Telephone number email address

Signatories

Subject to the conditions shown at the bottom of this form permission is given to:

	Name of Club Compliance officer / Authorised representative	Signature
1		
2		
3		
4		
5		

The above signatories are authorised to sign on behalf of the above Council of ACT Motor Clubs affiliated Car Club for RTA purposes.

Signature of Club Registrar

Date / /

Club Stamp

